

UTILITIES MENU

Using the Reports function will allow you to search for information regarding many cases, i.e. types of cases filed or closed during a certain time period.

YOUR ACCOUNT

ECF Login	Use if you have first logged on with your PACER acct to review court information and later need to e-file
Maintain Your Account	Attorney address information <ul style="list-style-type: none"> • More User Information: Password information • E-Mail Information: Where Notice of Electronic Filing Options are saved.
View Your Transaction Log	<ul style="list-style-type: none"> • Report shows specific transactions completed by the specific login/password currently in use. • Not available to any other outside users • May request a specific date range for search • Will not include any hyperlinks to documents • PACER charges will not apply
Change Client Code	<ul style="list-style-type: none"> • Allows user to enter or change the client code desired to itemizing PACER charges
Change Your PACER Login	
Review Billing History	<ul style="list-style-type: none"> • Regarding PACER charges • Can enter specific date range • May Sort by Date or by Client Code • Report shows date, items viewed, number of pages, cost per item and total accumulated charges.
Show PACER Account	<ul style="list-style-type: none"> • Shows you what PACER acct you are current logged in with • Shows what Client Code you are currently using
Remove Default PACER Account	

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MISCELLANEOUS																																																									
Legal Research	Includes internet links to: <ul style="list-style-type: none"> • Law Dictionary • Lexis via the Internet • Medical Dictionary • Westlaw via the Internet 																																																								
Mailings																																																									
Mailing Info for Case	Provides a list of all parties in the case receiving notice by electronic means through ECF, and those individuals who are not and will require service by other means. It is the responsibility of the filer to ensure that all parties in the case are served either through the ECF process, or by other means																																																								
Mailing Labels by Case	<ul style="list-style-type: none"> • Creates mailing labels for all parties in the case regardless if they are served electronically through ECF or appear on the section requiring service by other means. • May indicate format that labels are to print • May select "All Participants" • May narrow selection to only Judges and/or Attorneys • May narrow the selection by specific role type of participants: <table> <tbody> <tr> <td>Amicus</td><td>Garnishee</td></tr> <tr> <td>Appellant</td><td>Guardian Ad Litem</td></tr> <tr> <td>Appellee</td><td>In Re</td></tr> <tr> <td>Arbitrator</td><td>Interested Party</td></tr> <tr> <td>Claimant</td><td>Interpleader</td></tr> <tr> <td>Consol Claimant</td><td>Intervenor</td></tr> <tr> <td>Consol Counter Claimant</td><td>Intervenor Defendant</td></tr> <tr> <td>Consol Counter Defendant</td><td>Intervenor Plaintiff</td></tr> <tr> <td>Consol Cross Claimant</td><td>Material Witness</td></tr> <tr> <td>Consol Cross Defendant</td><td>Mediator</td></tr> <tr> <td>Consol Defendant</td><td>Miscellaneous</td></tr> <tr> <td>Consol Plaintiff</td><td>Movant</td></tr> <tr> <td>Consol Third Party Defendant</td><td>Objector</td></tr> <tr> <td>Consol Third Party Plaintiff</td><td>Personal Representative</td></tr> <tr> <td>Counter Claimant</td><td>Petitioner</td></tr> <tr> <td>Counter Defendant</td><td>Plaintiff</td></tr> <tr> <td>Creditor</td><td>Receiver</td></tr> <tr> <td>Cross Appellant</td><td>Respondent</td></tr> <tr> <td>Cross Appellee</td><td>Special Master</td></tr> <tr> <td>Cross Claimant</td><td>Successor</td></tr> <tr> <td>Cross Defendant</td><td>Taxpayer</td></tr> <tr> <td>Custodian</td><td>ThirdParty Defendant</td></tr> <tr> <td>Debtor</td><td>ThirdParty Plaintiff</td></tr> <tr> <td>Debtor-in-Possess</td><td>Trustee</td></tr> <tr> <td>Defendant</td><td>Unknown</td></tr> <tr> <td>Estate of</td><td></td></tr> <tr> <td>Executor Defendant</td><td></td></tr> <tr> <td>Executor Plaintiff</td><td></td></tr> </tbody> </table>	Amicus	Garnishee	Appellant	Guardian Ad Litem	Appellee	In Re	Arbitrator	Interested Party	Claimant	Interpleader	Consol Claimant	Intervenor	Consol Counter Claimant	Intervenor Defendant	Consol Counter Defendant	Intervenor Plaintiff	Consol Cross Claimant	Material Witness	Consol Cross Defendant	Mediator	Consol Defendant	Miscellaneous	Consol Plaintiff	Movant	Consol Third Party Defendant	Objector	Consol Third Party Plaintiff	Personal Representative	Counter Claimant	Petitioner	Counter Defendant	Plaintiff	Creditor	Receiver	Cross Appellant	Respondent	Cross Appellee	Special Master	Cross Claimant	Successor	Cross Defendant	Taxpayer	Custodian	ThirdParty Defendant	Debtor	ThirdParty Plaintiff	Debtor-in-Possess	Trustee	Defendant	Unknown	Estate of		Executor Defendant		Executor Plaintiff	
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Verify a Document	<ul style="list-style-type: none"> • User must enter a case number and a document number • Shows docket text of document queried • Shows electronic file stamp of pleading and verifies that the original file date/time/stamp has not been altered to the present 																																																								